

Chapelton & District Probus Club Membership Application Form

Full Name: _____

Address:

House Number or Name: _____

Line 2: _____

Line 3: _____

Post Code: _____

Telephone No: _____ Mobile No: _____

Email: _____

Date of Birth – Optional: _____

Forename usually known by: _____

Wife/Partner's Name (if applicable) – Optional: _____

Former Profession/Occupation: _____

How did you hear about us? _____

Special Interests or Hobbies: _____

General Data Protection Regulation 2018

By signing you consent to Chapelton & District Probus Club collecting & holding your personal data in accordance with Club policy. You further agree that personal data of Club Members held by you to further Club activities will not be divulged to anyone.

A copy of the club's constitution is shown over page.

Signed: _____ Date: _____

Please return to the Honorary Secretary
Trevor Winslow
Flat 36 Newsome Vale
Newsome Avenue
Wombwell
Barnsley S73 8QW

Or email to: chapelton.probus@googlemail.com

If the application is returned before the end of the month, the Committee can give approval and your membership will then be recognised at the next month's General Meeting.

Chapelton And District Probus Club

The Constitution

(June 2017)

1 TITLE

The Club shall be called the "Chapelton and District Probus Club"

2 PURPOSE

To provide facilities for retired Professional and Businessmen to meet in fellowship and to maintain social contacts

3 MEMBERSHIP

Membership shall be open to retired and partially retired professional and businessmen in Chapelton and adjoining districts. Application for membership must be made in writing to the Secretary, for approval by the Committee. Each application should be endorsed by an existing member. In addition to an annual subscription, new members will pay a joining fee which will cover the cost of a lapel Probus badge and a lapel name badge. Interested applicants and visitors will be welcome at meetings with the prior permission of the Chairman. Members who are no longer able to attend because of ill-health, and therefore are obliged to resign from active membership, will be offered Associate Membership on an honorary basis

4 OFFICERS

The Officers of the Club shall be as follows: Chairman, Vice-Chairman, Secretary, Treasurer, Speaker Finder and Social Organizer, all to be elected annually at the Annual General Meeting, except as stated below

The Chairman shall serve for one year and will normally be succeeded by the Vice-Chairman

5 COMMITTEE

The affairs and general administration of the Club shall be managed by a Committee comprising the six Officers and three ordinary members elected at the AGM. The ordinary members will normally serve for three years only, one member retiring each year. Four Committee members shall form a quorum and the Committee shall have the authority to co-opt other members and to fill casual vacancies as necessary

6 MEETINGS

The Club shall meet on the second Wednesday in every month, normally starting at 10am.

The AGM shall be held on the second Wednesday in March. A Special General Meeting may be called by the Secretary at the discretion of the Committee; a minimum of fourteen days' notice must be given to the members. Closure of the Club can be proposed at a General Meeting and must have the approval of at least two thirds of the membership present. The Committee shall discharge all debts and liabilities, and arrange donation of remaining assets to one or more agreed local charities or other worthwhile causes

7 FINANCE

The financial year shall commence on 1st January.

The annual subscription shall be decided at the Annual General Meeting and become payable from that date. Excepting in agreed mitigating circumstances any subscription unpaid by the September General Meeting shall result in membership being terminated. The Club's account shall be held at the HSBC. Cheques drawn on the account must be signed by any two of the three signatories who shall be the current elected Treasurer, Secretary and Social Organizer. Any online payments shall be arranged by the Treasurer with a daily limit of £1000. For Club record purposes only a second authorised signatory approval for each online payment shall be documented. An Income and Expenditure Account or a Receipts and Payments Account for the financial year shall be prepared by the Treasurer and presented for approval at the AGM after audit by appointed members. Two members shall be appointed as Auditors at each AGM

8 ALTERATIONS TO THE CONSTITUTION

This Constitution may be altered only at the AGM or at a Special General Meeting. Notice of such alterations may be given at any meeting of the Club, with a minimum of one month's notice

CHAPELTON AND DISTRICT PROBUS CLUB GDPR POLICY

General Data Protection Regulation 2018

To collect, store, maintain (i.e., update/amend/delete) and distribute (as appropriate) personal data about members comprising name, address, telephone number, email address, former occupation and hobbies/interests. This data will be held by the Secretary both electronically and in paper form. Any member may request in writing a copy of the list of members. Data will be stored on a dedicated USB/memory stick/computer folder, and by securely retaining the original application form. Data will be updated at convenient times, e.g., admission of a new member, resignation, or death of an existing member. Any member's data will be removed from the Club's records within 28 days of a written request to do so. The Club will not sell or transmit the data held in any way to a third-party June 2018